

## SUBJECT ACCESS REQUEST FORM (Right of Access request)

For office use only – Reference number

You should complete this form if you want us to supply you with a copy of any personal data we hold about you.

You are entitled to receive this information, free of charge. We can also provide you with information about any processing of your personal data that is being carried out, the retention periods which apply to your personal data, and any rights to rectification, erasure, or restriction of processing that may exist.

We will endeavour to respond promptly and in any event within one month of the latest of the following:

- Our receipt of your written request; or
- Our receipt of any further information we may ask you to provide to enable us to comply with your request.

The information you supply in this form will only be used for the purposes of identifying the personal data you are requesting and responding to your request. You are not obliged to complete this form to make a request, but doing so will make it easier for us to process your request quickly.

### SECTION 1: Details of the person requesting information

Full name	
Address	
Contact telephone number	
Email address	

**SECTION 2:** Are you the data subject? Please tick the appropriate box and read the instructions which follow it.

YES: I am the data subject.  I enclose proof of my identity (see below).

NO: I am acting on behalf of the data subject.

I have enclosed the data subject's written authority and proof of the data subject's identity and where necessary my own identity.

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**Data Protection Manager**  
**Town Hall, Castlefield Road, Reigate, Surrey RH2 0SH**

To ensure we are releasing data to the right person we require you to provide us with proof of your identity and of your address. Please supply us with a photocopy or scanned image (do not send the originals) of **one** of **both** of the following:

1) Proof of Identity

- Passport,
- photo driving licence,
- national identity card,
- Birth certificate or, Certificate of Registry or, Adoption certificate.

2) Proof of Address

- Utility bill,
- bank statement,
- credit card statement (no more than 3 months old);
- current driving licence;
- current TV licence;
- local authority tax bill,
- HMRC tax document (no more than 1 year old).

If we are not satisfied you are who you claim to be, we may refuse to grant your request.

**SECTION 3** Details of the data subject (if different from section 1)

Full name	
Address	
Contact telephone number	
Email address	

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**SECTION 4: What information are you seeking?**

Please describe the information you are seeking. Please provide any relevant details you think will help us to identify the information you require. (If you wish to provide additional information please continue on a separate sheet.)

The Council uses personal data for the purposes shown below. Please tick the relevant box for the personal data that you wish to access.

- Environmental Health and Consumer Protection.....
- Council Tax Collection .....
- Housing Benefit.....
- Planning.....
- Car Parking Services administration .....
- Other (please specify).....

Please note that if the information you request reveals details directly or indirectly about another person we will have to seek the consent of that person before we can let you see that information.

In certain circumstances, where disclosure would adversely affect the rights and freedoms of others, we may not be able to disclose the information to you, in which case you will be informed promptly and given full reasons for that decision.

We will make every effort to provide you with a satisfactory form of access or summary of information if suitable.

**SECTION 5: Information about the collection and processing of data. If you want information about any of the following, please tick the boxes:**

- Why we are processing your personal data
- Who we disclose your personal data to
- The source of your personal data

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**SECTION 6:**

**Declaration.** I confirm that I have read and understood the terms of this subject access form and certify that the information given in this application to Reigate and Banstead Borough Council (RBBC) is true. I understand that it is necessary for RBBC to confirm my / the data subject's identity and it may be necessary to obtain more detailed information in order to locate the correct personal data.

Signed..... Date .....

You can send this form, along with proof of ID, by email to [information.officer@reigate-banstead.gov.uk](mailto:information.officer@reigate-banstead.gov.uk)

Or by post to

**Information Officers  
Town Hall,  
Castlefield Road,  
Reigate,  
Surrey  
RH2 0SH**

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